

**TO: ALL EXECUTIVE AGENCY DIRECTORS, GENERAL AND COMMISSIONERS**

**FROM: FELICIA GAVIN, DIRECTOR OF ADMINISTRATION**

**RE: CAPITAL FOR A DAY**

**DATE: NOVEMBER 27, 2002**

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It's that time again, Capital for a Day. The Governor will be moving the Capitol of Mississippi to Como, Mississippi on Wednesday, December 18, 2002, 8:00 A. M. until 6:00 P. M. You will be advised of the exact location at a later date.

In order to accommodate your needs, please forward me the following information:

- Number of people attending from your agency
- Number of tables needed
- Any other pertinent needs your agency may require to operate from Como

You will need to be prepared to communicate via cell phones. They will not provide each agency with phone lines. Please bring a sign to post at your table indicating the name of your agency.

Please forward the above information to me by Friday, December 6, 2002. Should you have any questions, please contact me at 359-3150. Thank you in advance for your cooperation.